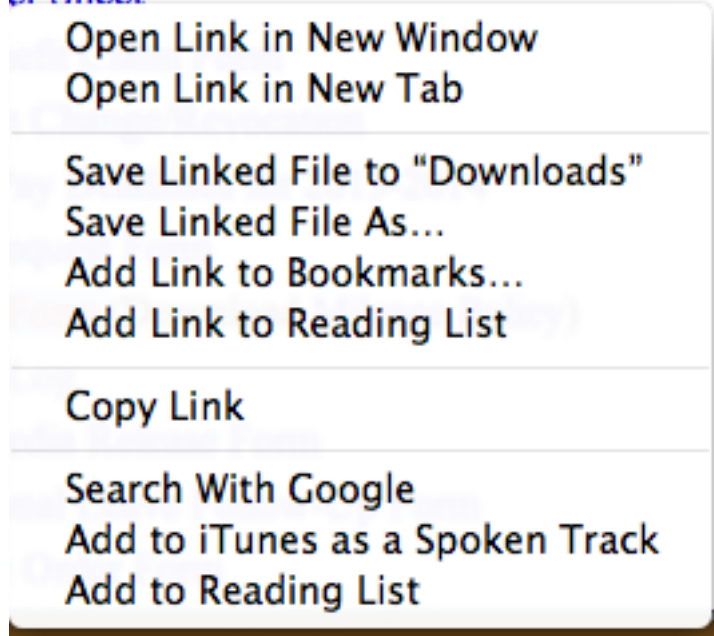


Successfully Using PDF Forms

1. Downloading and Opening a Form from the Website:

- **Safari browser:** Go to <http://www.esu1.org/forms.html>. When you find the form you want to download, right click (hold the Control button down as you click on the form) and you will get a drop down menu:

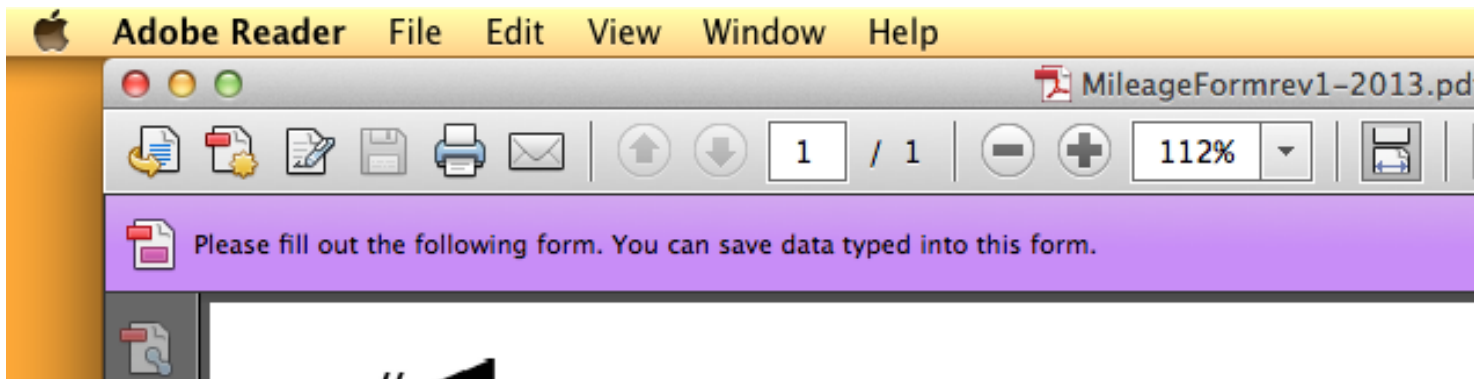
er Sheet



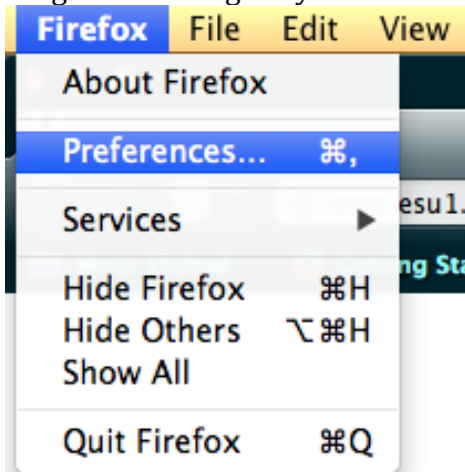
You want to Save Linked File as (whatever you wish to name it) and put it on your desktop, documents, or where you prefer. Then close out of Safari and go into your saved document. You will want it to open in Adobe Reader. If the document does not automatically open in Adobe Reader, drag the file into the Reader Icon (ex. below) for the form to work properly.



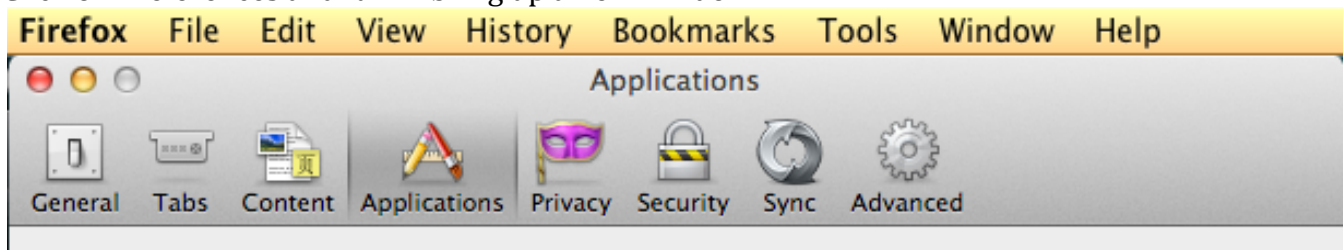
The latest version of Adobe Reader is: <http://www.adobe.com/products/reader.html>. You will know if the form opened in Adobe Reader by looking in the upper left hand corner of your screen. As you can see by the example, the Adobe Reader menu bar is visible.



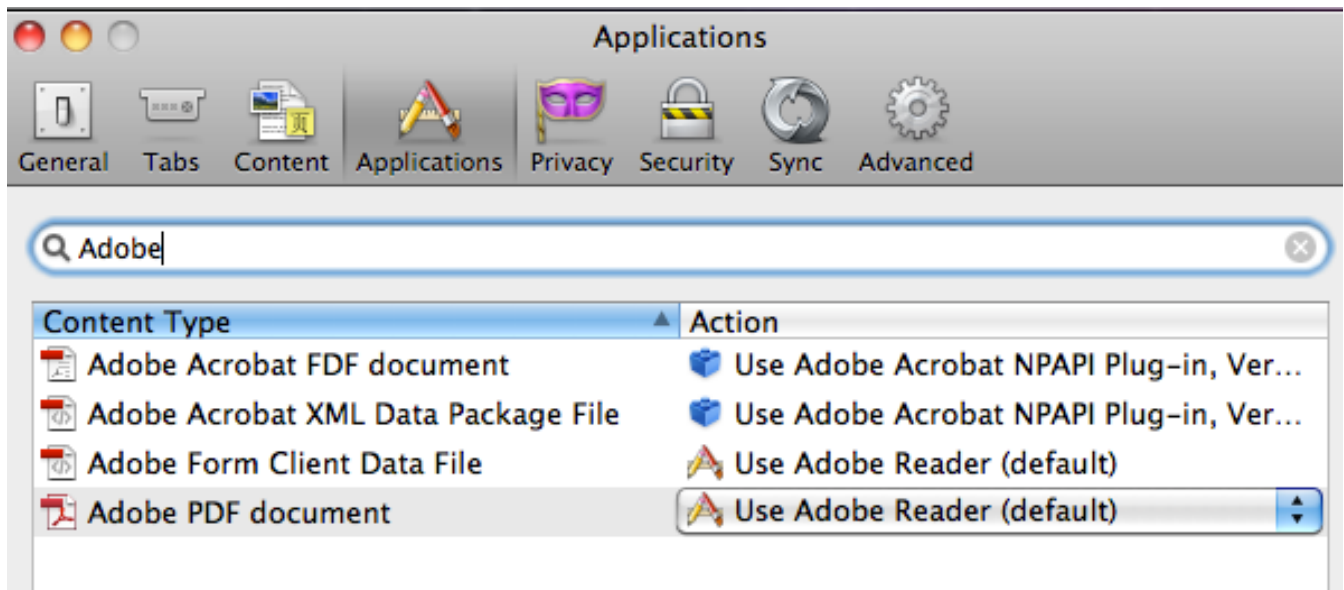
- **Firefox browser:** In order for PDF forms to open directly in Adobe Reader, you will need to change some things in your Firefox Preferences. Please see below for pictorial instructions.



Click on Preferences and it will bring up a new window:



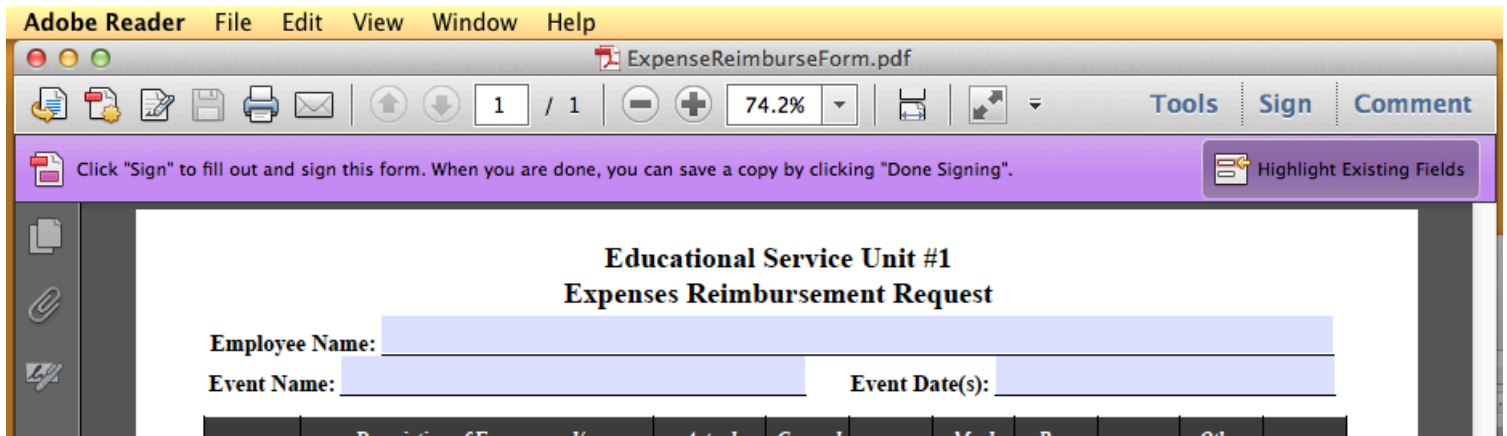
Click on Applications and the options will show up. In the Search bar, type in Adobe. As you can see from the example below, click on the Action side and make sure to change from Preview in Firefox to Use Adobe Reader.



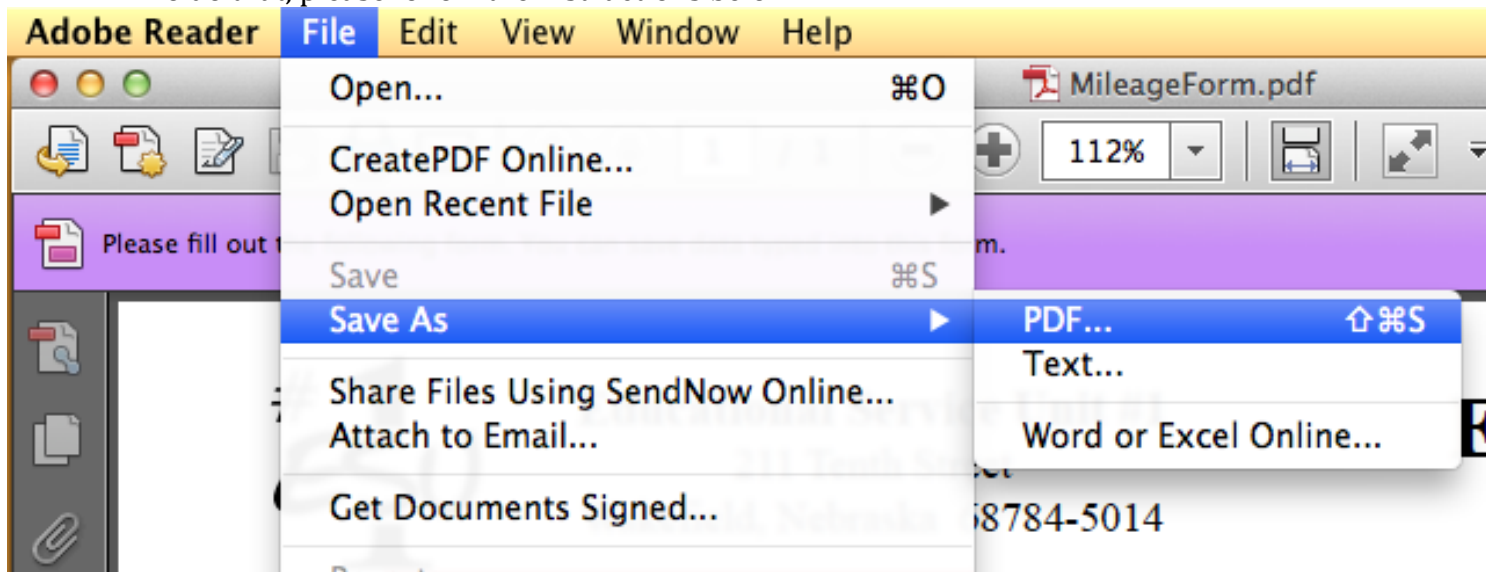
Go to <http://www.esu1.org/forms.html>.

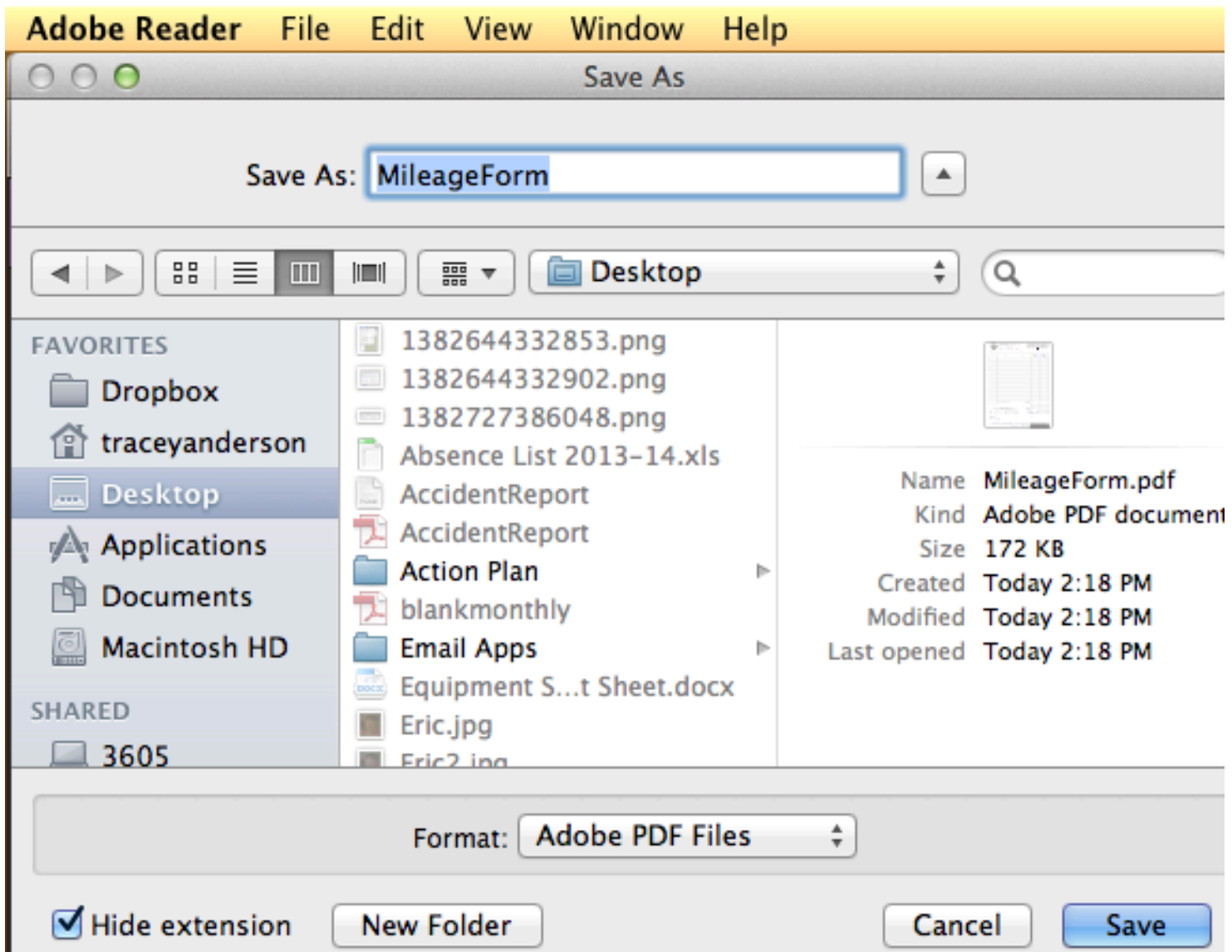
2. When you find the form you need, click on it and it should open up directly in Adobe Reader. If it does not open correctly, you can click on the form and drag it into your Adobe Reader icon on your dock station. **It is important that you do not open a PDF form in an internet browser or a preview**

program. The formulations in the document will not work properly. (I am using the Mileage Log file for visual assistance.)



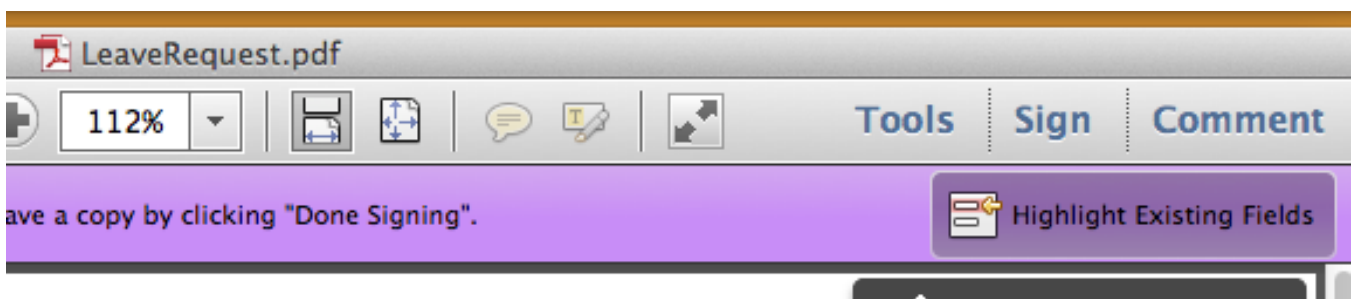
You will want to save the form to your documents or desktop, or where it is convenient for you. To do that, please follow the instructions below:



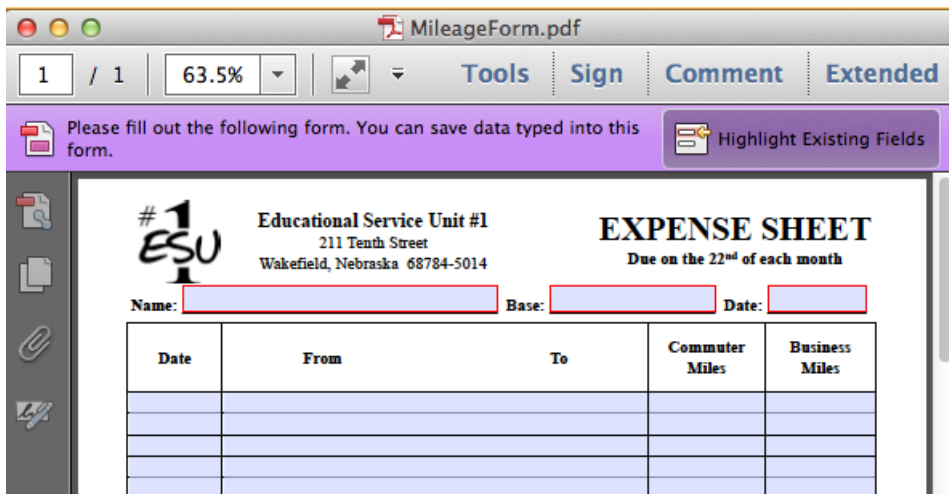


Rename and click Save. Once you have saved the PDF, close your browser and navigate to the file just downloaded by dragging it into your Adobe Reader icon in your dock.

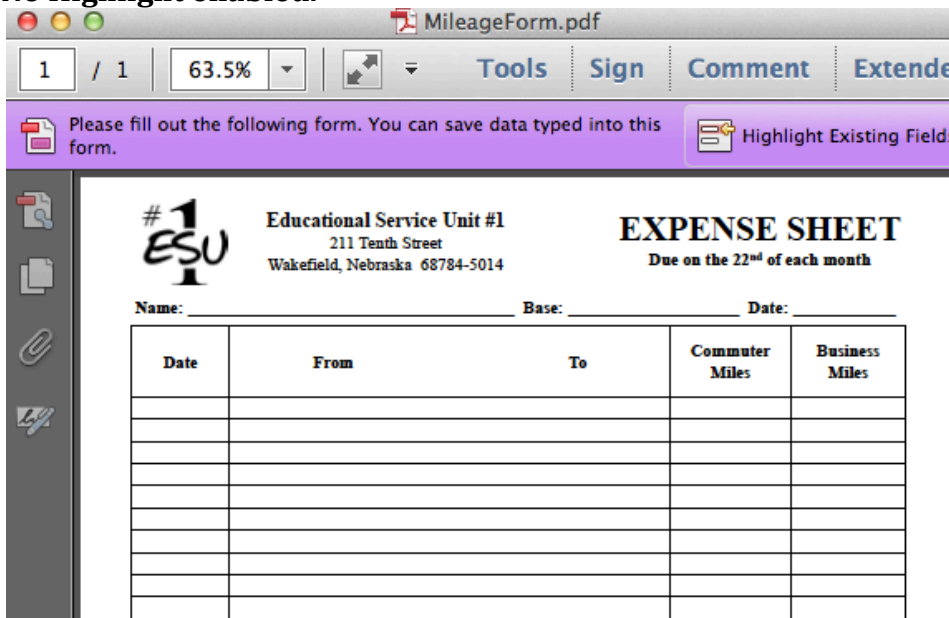
- a. Once you have successfully opened the PDF in Adobe Reader, you can begin filling out the interactive form. You can highlight the interactive fields on your form by clicking on the “Highlight Existing Fields” button in the upper right hand corner of the document.



**Highlight enabled.**



**No Highlight enabled.**



- Now you are at a point where you can begin to add in your data. You can save the document and any time and go back in to make changes or additions as needed. You will need to save the document and attach to an email for transfer to Lisa.

**If you have any questions, please contact me directly at [tanderson@esu1.org](mailto:tanderson@esu1.org) or (402) 287-2061.**

**In addition,** do not set up an Adobe EchoSign account for the purpose of submitting ESU #1 forms. Echosign does not work properly with our interactive forms, and when they are submitted via an EchoSign account they are going to Junk Mail. This can cause the forms to be delayed and/or not being received at all. The best bet is to open the PDF forms in Adobe Reader to fill them in. The current version is XI (11.0.04). If you don't already have it, or have an older version, it can be downloaded here:

<http://www.adobe.com/products/reader.html>

Adobe Acrobat will also work for our forms if you happen to have it, but it's a paid program and many of you won't have it on your machines.